

New Employee Orientation

Human Resources

- Travel & Reimbursement - Sharon Craven and Julie Morris
- Special Programs – Bonny Sandy
- Pay/Personnel – Cindy Story



Travel

Presented by Sharon Craven



Travel

Pages 18 - 20

FHWA TRAVEL PAGE

<http://staffnet/financial/finance/travel.htm>

Travel page found on FHWA intranet



Travel

- Authorizations
 - Every employee who travels over 35 miles or 12 hours from ODS must have a travel authorization signed before they leave.



GovTrip

- All employees, whether they have a travel credit card or not, must be enrolled into GovTrip. This includes students and contractors that have to do any flying or stay overnight.
- Please see Sharon Craven if you have never been into GovTrip and she will set you up.



Travel

- Authorizations
 - Before you leave for project assignment, please let Patrice Castino know dates of travel, project account number, and project name
 - If you work in the office, let Pam Dunn or Sharon Craven know about your travel plans.



GovTrip Authorizations

- Before you leave for your project assignments, please give Patrice Castino your:
 - Project Name Assignment
 - Dates of travel
 - Mode of travel
 - Account number and task number



GovTrip Vouchers

- Field employees need to give Patrice a paper voucher with the following:
 - Beginning and Ending Date for Month
 - Cost of lodging
 - Cost of M&IE
 - POV mileage if applicable
 - Account number for project



Government Travel Credit Card

- Use
 - Every employee must have a Government issued travel credit card if you travel more than twice each year.
 - You are only allowed to put airline, bus, rail, lodging, meals, gas, car rentals, parking, taxi's and shuttles on this card.
 - You can only draw \$400/billing cycle in cash



Government Travel Credit Card

- Each employee is responsible for paying their credit card statement off each billing cycle
- The employee pays the statement with the money they claim on their voucher each month



Government Travel Credit Card

- Inappropriate Use
 - Do not use Government Card for personal use
 - Do not allow your monthly bill to become overdue
 - Do not wait for receipt of your monthly bill to file your travel claim



Government Travel Credit Card

- Inappropriate Use
 - Do not be late on paying off your statements because this could result in suspension or cancellation of your card.



Travel

- Reimbursed Expenses
 - PD Rates
 - Required Receipts
 - Short Term & Long Term Per Diem
 - Travel Time by POV/GOV



Travel

- Frequent Flyer Miles
- How Leave Affects Per Diem
- How Leave Affects Project Assignment
- Rental Cars



Telephone Usage During Long Term TDY

Pg. Admin. Manual

- Allowed to make a **brief** phone call not to exceed 5 minutes and/or \$5.
- Order of precedence on usage
 1. Government Telephone
 2. Government Cell Phone
 3. Government Calling Card
 4. Commercial phone – only under extenuating circumstances.



Government Owned Vehicles (GOV)

Ch. 11 of WFLHD Admin Manual

- Official use only.
- No smoking in GOV.
- Cell Phone – Hands free usage preferred.
- Always use GSA Gas Card. **Do not** use purchase or travel card.
- Become familiar with GSA Rules – Orange Book

<http://wflnet.wfl.fha.dot.gov/policies/>



360 Degree Evaluation Program

Presented by Sharon Craven
(WFL specific, not in book)



360 Degree Evaluation

The 360 Program can now be found at:

http://wfl.net.wfl.fha.dot.gov/employee_guide/360/index.htm

- Ratings can be done any time of year
- Ratings from peers and co-workers
- Ratings are set up for your viewing only



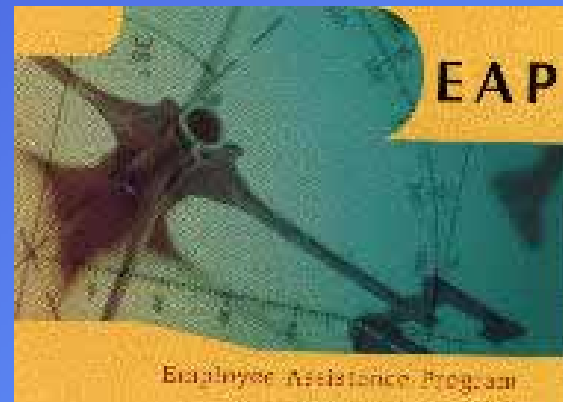
Special Programs

Bonny Sandy, Program Coordinator
x7713



Employee Assistance Program (Pages 57-60)

- Emotional
- Relationship
- Family
- Alcohol
- Financial
- Job Concerns
- 1-800-222-0364



Wellness Program (not in book)

PROVIDES

- Immunization for all employees.
- Physical examinations.
 - Employees working in a health risk environment;
 - Employees over 40 years of age (\$450 reimbursement once every 2 years);
 - Employees under 40 years of age (\$100 reimbursement once per year);
- Reimbursement up to \$25 per month for participation in wellness activities.
 - Fitness clubs or classes
 - Health and nutrition classes
 - Stress management classes
 - Smoking cessation
 - Weight management programs
 - Membership in fitness club

Chapter 5 of the Administrative Procedures Manual



Workplace Injuries

Fed. Employees Compensation Act

- Doctor and and Hospital Care
- 45 calendar days of excused leave
- Funeral or burial expenses in cases involving death
- Scheduled awards in cases involving the loss of body member or a function of a body part
- Compensation for wage loss
- Vocation Rehabilitation when appropriate
- Surgery only as authorized by the Office of Workers' Compensation Programs.



What to do

- Get medical attention immediately.
- Report any on-the-job injury to your supervisor as soon as possible, regardless of severity.
- Supervisor will complete a CA-16 (Authorization for treatment form)
- Employee or supervisor will complete CA-1 (Notice of Injury form)
- All forms and guidelines are on the Safety Website on WFLnet
- Review Personal Safety Guidelines booklet for WFLHD



Telework (Pages 11-13)

Fixed Schedule or Routine

Task Based

Supervisor approval is needed with
completion of Telework Agreement



Commuter Trip Reduction Program

(Pages 14-16)

Your Employee Transportation Coordinator (ETC) is
Bonny Sandy x7713

Transit benefits are available to employees at no cost.

To be eligible for Transit Benefits employees are required to complete:

- Transit Benefit training.
- DOT Transit Benefits Verification.
- Transit Benefit Application.
- Log your daily commute at Commuter Tracker
(<http://www.clarkcommute.org/>)



Personnel Issues

Presented by Cindy Story



eOPF, SF-50

- What is it
- How to Read it, Importance
- Make sure changes are correct
- <http://dothr.ost.dot.gov/hrprograms/automation/eopf/>



Your Pay (Pages 66-67)

- GS Pay System
- Within Grade Increase (66)
- Leave (76)
- Leave and Earnings Statement (7)
- Allotments / Savings Bonds (7)
- Flexible Spending Accounts (92)



Employee Express (Page 7)



Appointment Types

Primary types used in WFL

- Career Conditional or Career
- Excepted, I.e., STEP and SCEP, FCIP



Probationary Periods (Page 65)

- The first year of career conditional service is considered probationary.



Dual Employment

- Generally, government. employees are prohibited from receiving salary from more than one federal government source.
- May engage in outside employment that does not conflict with official duties and responsibilities.



Benefits/Beneficiaries (81-eob)

- Federal Employees Health Benefits
- Federal Employees Government Life Insurance
- Federal Employee Retirement System
 - Thrift Savings Plan
 - Social Security
 - The Basic Retirement Plan



Time and Attendance

- Regular Time
- Overtime & Comp. Time (350 hours total/combined per year)
- Comp Travel Time
- Night Premium Pay



Regular Time (Page 9)

- Work schedule must be approved in advance.
- WFL policy allows for 4 – 10's to be allowed if contractor works such a schedule.
- Compressed Work Schedule (CWS)
 - May only take one day off per pay period
- Flexible Work Schedule (FWS)



Overtime & Comp. Time

- Pay is limited to 1.5 x reg. pay up to GS-9 step 5, then 38.81 thereafter, until matches current hourly salary (GS-12/6).
- Must be approved in advance.
 - Form **FHWA-21**
- Goal is 350 hours or less in a FY
 - 350 includes OT + Comp.
- Comp. Time limit of 160 hours



Night Premium Pay (page 10)

- Differential of 10% of base is paid
- 6:00 pm to 6:00 am



Automated Services

- Usajobs, The official recruitment site for the Government.
- Careers in Motion, Quickhire
- Staffnet, FHWA's intranet site
- WFLNET, WFL's Intranet Site
- eLMS



Combined Federal Campaign

Established in 1961, the CFC is the largest workplace charity campaign in the country. During the drive, which runs from September 1 through December 15, federal employees, including civilian, postal, and military personnel, are given the opportunity to contribute to the charities of their choice. It is the only campaign authorized to solicit and collect contributions from federal employees in the workplace.



Complaints

Basic Rights

You have the basic right to express concerns and dissatisfaction to:

- Your immediate supervisor
- A supervisor or manager of a higher rank than your immediate supervisor,
- a representative of your HR office



Discrimination Complaints

It is the policy of the Federal Government to make all personnel actions without discrimination because of race, religion, color, sex, age, national origin, marital status, sexual orientation, handicapping condition or political affiliation.



Grievances

A grievance is defined as a request by an employee for personal relief in a matter of concern or dissatisfaction relating to the employment of the employee, which is subject to control of FHWA management. Certain matters of concern or dissatisfaction to an employee are not matters for consideration through the administrative grievance process, but may be appropriately considered under other procedures.



Position Descriptions & Classification

Position Description outlines duties and the 9 rating factors.

Classification, Every Position Description is classified against the appropriate OPM classification standard(s) to determine the appropriate series and grade.



Promotions and Reassignments

Merit Promotions

Career Ladder Promotions



Drug and Alcohol Free Workplace

- Illegal Drugs
- Alcohol Use



Leave and Other Forms of Time Off (Pages 73-74)


- Annual Leave
- Restored Leave
- Sick Leave
- Leave Without Pay
- Court Leave
- Military Leave
- Leave Transfer Program
- Adverse Weather 1-866-WFL-VANC






WFLNET

Employee Guide



Western Federal Lands Network



[News & Events](#)[Departments](#)[Policies](#)[Employee Guide](#)[Staff Directory](#)[Help](#)

Employee Guide

- Introduction
- Division Engineer
- FLH Program
- WFL Program
- Program Administration
- Project Delivery
- Human Resources
- Civil Rights
- Employee Information

Employee Information

- [WFLHD Common Acronyms/Abbreviations](#)
- [WFLHD Routing Guide of Responsibilities](#)
- [WFLHD Policies and Procedures](#)
- [Administrative Procedures Manual](#)
- [Benefits](#)
- [Budget and Accountability](#)
- [Electronic Forms Library](#)
- [Employee Handbook](#)
- [Federal Holidays](#)
- [Programs and Events](#)
 - [Awards Ceremony](#)
 - [Combined Federal Campaign \(CFC\) Kickoff](#)
 - [Annual Chili Cook-off](#)

For New Employee

- [Your First Day](#)
- [During Your First Week](#)
- [During Your First Month](#)
- [Other helpful information](#)

For Supervisor

- [Orientation Checklist for Supervisors](#)



Construction Specifics



Performance Appraisals

Pages 31-34

- Form FHWA 1552
- Performance Objectives



Form FHWA 1552

- Ratings
 - Outstanding
 - Meets or Exceeds Requirements
 - Fails to Meet Requirements
- Rating Cycle
 - Initial
 - Mid-term
 - End of year



Performance Objectives

- Technical
- Contract Administration
- Public Relations
- Personnel & Project Management
- Supervisory
- Other – Specific to person or project



Training

- eLMS
- In House Training
- Local Training
- FHWA/NHI Training
- Rotational Assignments



Awards Program

Pg. 19 2007 Federal Employee Handbook
FHWA Employee Handbook

- Performance Awards
- Incentive Awards
- Honor Awards



Construction Awards Program

- Each branch is allocated money based on the number of FTE.
- Project Quality Awards
- Safety
- Individual Performance – Remaining Balance
- Other – cheers for peers, gift certificates, time off, quality step increase

